



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



FINANCIAL ANALYST I

\$44,626 - \$72,075 ANNUALLY

DESCRIPTION OF DUTIES: This is a professional level accounting/analytical position in the City's Capital Improvement Projects Office. The individual selected for this position will assist with the annual preparation, tracking/monitoring and maintenance of the City's Capital Budget and Capital Improvement Plan and specific project budgets. This individual will be accountable for providing information necessary in analyzing, guiding, and assisting in the decision making process of senior management. This individual will be responsible for monitoring, analyzing, researching and reporting capital expenditures, including tracking and analyzing payments, appropriations and other various financial transactions that are pertinent to "work in progress" accounting in the public construction field. The employee in this classification will be tasked with preparing reconciliations, financial documents, and other related accounting/analytical functions/projects as assigned. This individual will also assist the Capital Project Administrator in departmental functions such as reviewing legislation related to Capital Improvement Projects, preparing monthly project status reports, drafting departmental policies/procedures, working with other City departments, and/or CIP Office staff, contractors, or consultants, as needed to gather information and coordinate work, and prepare reports.

REQUIRED: Graduation from an accredited college or university with Bachelor's degree in Accounting, Finance, or a closely related field AND two (2) years full-time paid accounting and/or financial experience. Related experience can substitute for education on a year for year basis.

DESIRES: Government experience, Construction Industry financial experience, Master's of Public Administration or closely related field preferred. Strong written and verbal communication skills. Strong interpersonal skills with the ability to establish and maintain effective working relationships with employees, city officials and the general public. Proficiency in Microsoft Word, Excel, PowerPoint, Access and Outlook. Ability to work in a fast paced environment, meet strict deadlines and work under pressure. Excellent organizational skills. Knowledge of budgeting and financial processes (i.e., account reconciliation, Accounts Payable, etc.) process is helpful. Detail oriented person with strong follow-up skills. Bilingual (English and Spanish) is helpful

Send **2** Detailed Resumes
by close date to:

NO FAX ACCEPTED

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139

ATTENTION: FAI-ANN

CLASS NO: **1155**
UC NO: **0494UO**